

Officer of Community Corrections part-time case manager

Under the supervision of the full time case manager, this position assists with the daily operations of the Office of Community Corrections. This position will work an average of 28 hours per week. This position's primary responsibilities will be to assist in monitoring persons who have been placed on bond, while the criminal case is pending. Duties involve drug and alcohol testing, reviewing tether and portable breathalyzer device electronic monitoring. This position will be required to enter a secured jail area during the normal work day. This position may be called upon to testify in court.

Essential Functions

- 1) Monitor/Activate/deactivate Soberlink and tether devices via computer access.
- 2) Conduct drug and alcohol testing.
- 3) Answer phone calls from clients, attorneys, and law enforcement or others associated with the criminal justice system.
- 4) Testify in court.
- 5) Enter jails.
- 6) Be available after hours for phone calls/questions.
- 7) Other duties as assigned.

Minimum Qualifications

- 1) High school diploma
- 2) Ability to work independently or within a team environment.
- 3) Demonstrated computer skills.
- 4) Successfully pass a background check, never been convicted of a felony or any crime involving violence, dishonesty or fraud.
- 5) Consent to drug & alcohol testing when cause is presented.

Physical/Mental Requirements:

The Job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to the following requirements: (Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements).

Ability to climb stairs.

Must possess a valid driver's license.

Ability to drive to training or meetings.

Visual acuity to read, proofread and write reports.

Hearing acuity to listen and communicate in person and/or by phone.

Ability to handle stress.

Mental capacity to analyze data, use sound judgment and make sound decisions.

Working Conditions:

Works in office environment.

Exposure to people from all social, economic and cultural background.

Exposure to occasionally irate people.

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Please see <http://www.gratiotmi.com/Departments/Human-Resources/County-Employment> for job posting and application. Please email job application and application materials to hr@gratiotmi.com